

APPLICATION FOR SITE ADDRESS

Whidbey Island Planning & Community Development PO Box 5000, Coupeville, WA 98239 360-678- 7818	Camano Island Planning & Community Development 121N East Camano Drive, Camano Island, WA 98282 360-387-3443 Extension 252 or 251	Addressing Fee \$51.50 ADD- _____ Date Pd: _____ Rct # _____
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Applicant: _____ Legal Owner: _____

Mailing Address: _____ City/Town _____ Zip _____

Telephone Number: _____ Email when assigned to : _____

Location:

Geo ID (aka parcel/ tax ID): _____ PID# (aka, key#) _____

Plat Name: _____ Division # _____

Section _____ Township _____ Range _____ Quarter _____

_____ / _____ (Circle One) SHP / PRD / PLP Lot # _____

Example: # 096/04 SHP (Applicable for lots which JUST went through the land division process)

Address Request is for:

☐ New Residence ☐ Well / Pumphouse ☐ Other _____

Driveway will be directly onto:

☐ County road name _____

☐ Private road name _____

☐ State Highway _____

ADDRESS ASSIGNMENT: In accordance with 14.04A.120, Addresses shall be assigned according to the location of the driveway. *Addresses indicated on subdivisions are not officially assigned addresses.*

To apply for an address the following MUST be provided:

☐ **Fee: \$51.50**

☐ **MAP:** An accurate Assessors quarter section map showing the true lot configuration. On this map the approved access point and, where applicable, easements shall be indicated AND;

☐ **Copy of Approved Access Permit (with attached map of access point):** From Public Works for the driveway onto a County Road or Private Road onto a County Road **OR** Driveway onto State Highway, contact Dept. of Transportation at 206-440-4916. And;

☐ **Copy of Recorded Easement:** if applicable.

POSTING ADDRESSES:

I have read "Posting Addresses" on the attached sheet and I understand the importance of proper address posting. I /We hereby declare that the number(s) will be posted in accordance with ICC 14.04A.130 within 30 days following issuance. Failure to comply shall be subject to a civil penalty in the amount of \$100.00.

Signature: _____ Date: _____

Official Assigned Address:

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House Number

Road Name

City & Zip Code

Island County Addressing Authority: _____ Date Assigned: _____

Posting Addresses

Island County Address Policy 14.04A

1404A.010 Intent

This policy is intended to guide the comprehensive addressing of unincorporated Island County for the purposes of ensuring that development in unincorporated areas can be located and identified by emergency response units.

14.04A.130 Address Posting

Addresses shall be posted in a manner that they can be read from the public or private road accessing the addressed property and that they provide adequate identification of the addressed property in conformance with the Uniform Fire Code and in accordance with the following:

Addresses shall be posted on the addressed building in colors contrasting with the background in such manner and location as to be plainly visible from the street.

Address numbers shall be minimum five inches (5") in height with minimum one-half inch (1/2") channel. Building letters shall be minimum ten inches (10") in height and one inch (1") channel.

In instances where the main building's posted address is not clearly visible from the road, house numbers shall be visibly posted at a height between 4' and 8' from the road level and anywhere within an arc of 30 feet from the point of intersection of the driveway with the named road, with numerals at least three inches (3") high on a contrasting background and visible when traveling in either direction. *[This means that you need to post your address number on your building and where your driveway meets the road. If you share a driveway (access easement) with your neighbors and address numbers on your house are not clearly visible from the shared driveway, you need to additionally post your address number at the location where your driveway intersects the shared driveway.]*



Multiple building complexes (i.e. apartment complexes, mobile home parks, etc.) where the primary entrance to all addressed buildings are not clearly visible from the street, shall display a map directory of the complex drawn to a minimum scale of 1"= 20' and no smaller than 2 ft. X 2 ft. in overall size at each entrance to the complex. The sign must be in compliance with Island County sign code.

If you have any further questions about address posting:

For Whidbey Island, please call 678-7818, for Camano Island call 387-3443 ext. 251, 252

KEEP THIS PAGE FOR YOUR RECORDS, DO NOT RETURN IT WITH THE APPLICATION

It is your responsibility to provide your copy of the assigned address to the post office for verification

Thank you.